

Phi Theta Kappa Alumni Association Officer Nomination Form

Officer nomination forms are due no later than October 4th, 2019 to Dr. Katherine Kandalec Holm. They can be mailed (300 N. Beaty Street Athens, AL 35611), dropped off at her office (McCain Hall, Room 204), or e-mailed (Katherine.kandalec@athens.edu).

Name: _____

Phone Number: _____

PTK Membership#: _____

PTK induction chapter: _____

Month & Year Joined PTKAA: _____

Current Cumulative GPA: _____

Position seeking election (Please clearly indicate your choice(s)):

_____ President | The duties of the President shall be to preside over all alumni association meetings, to serve as chairman of the Executive Board, to appoint all committees, to enforce the By-Laws, to call special meetings, to act as spokesperson for the alumni association, and to ensure that proper procedures are followed according to Phi Theta Kappa policies and procedures. The President will report Association activities and goals to appropriate advisor(s), regional coordinator(s), and Headquarters staff.

_____ Vice President | The duties of the Vice President shall be to serve as Acting President in the absence of the President, to serve on the Executive Board, to support all communication efforts, ensure that proper procedures are followed with regard to parliamentary procedure and organizational policy, to serve as an ex-officio member of all committees and to serve as program chairperson.

_____ Treasurer | The duties of the Treasurer shall be to serve on the Executive Board, to collect fees, to maintain accurate accounting records, to deposit promptly into the Phi Theta Kappa account all money received, to process applicable payments, and to render financial reports upon request. Financial reports should be submitted at least once a year to all appropriate advisors/coordinators and Headquarters. The Treasurer will share check signing abilities with the Association president and all advisors.

_____ Secretary | The duties of the Secretary shall be to serve on the Executive Board, to keep the minutes of the Executive Board and General Assembly meetings, to maintain a membership roster, to provide members and advisor(s) with one week's notification of all meetings, to take roll call, to act as corresponding agent at all levels – including with represented regions, chapters, colleges or universities.

Please write a 250-word essay about why you want to be an officer. Essay must be typed, 12 font double-spaced.